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UNITED STATES GOVERNMENT*Memorandum*

JAN 2

TO : Deputy Director (Support)

DATE: 2 JAN 1963

Attn : [REDACTED]

FROM : Deputy Director of Security (Investi-
gations and Operational Support)

SUBJECT: Established OS Courier Service

1. In accordance with your request of 19 December 1962, information regarding the Office of Security courier system is set forth in the attached schedules. The responsibility for the Courier System has been delegated to Chief, Security Records Division. Direct supervision is rendered by [REDACTED]

[REDACTED] Reference Service Branch. The [REDACTED]
[REDACTED] has assigned five male couriers who conduct the internal and external runs. These couriers have been granted a Top Secret clearance and their current duties do not require other special type clearances.

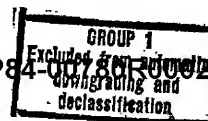
2. The attached schedules reflect the desired information requested in paragraphs "a" and "b" of your Notice entitled, "Courier Information." In regard to item "c" the pneumatic tube system is located in the Office of Security, Logistics Branch, Administration and Training Staff, Room 4E-49. When the Tube System is placed in operation, courier runs to those areas serviced by the Tube System will be modified or eliminated. Office of Security Couriers will not have direct access to the conveyor system.

3. Should further information be desired concerning our Courier Service we would be pleased to serve you.

FOR THE DIRECTOR [REDACTED]

Attachments:

Courier Schedules 1 thru 7

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COURIER SCHEDULE-OFFICE OF SECURITY

Pickup and Delivery Points Within OS

Five Runs Daily - 9:00; 10:45; 12:45; 2:45; 4:30

(Twenty minutes for Run A, B, C, & D)

RUN A
(One Courier)

EXECUTIVE STAFF	4-E-42
LOGISTICS BRANCH	4-E-49
EMPLOYEES ACTIVITY BRANCH	4-E-50
CHIEF, PERSONNEL SECURITY DIVISION	4-E-58
DIRECTOR & DEPUTY DIRECTOR/OS	4-E-60
ADMINISTRATION & TRAINING STAFF	4-E-69
DEPUTY DIRECTOR OF SECURITY/IOS	4-E-70
DEPUTY DIRECTOR OF SECURITY/PPS	4-E-70
FOREIGN SUPPORT STAFF	4-E-75

RUN B
(One Courier)

PHYSICAL SECURITY DIVISION	4-E-12
SECURITY RESEARCH STAFF	4-E-13
OPERATIONAL SUPPORT DIVISION/SAB	4-E-20
OPERATIONAL SUPPORT DIVISION/SB	4-E-21
INVESTIGATIONS DIVISION/BRANCH 4	4-E-24
INVESTIGATIONS DIVISION/BRANCH 2	4-E-25
INVESTIGATIONS DIVISION/BRANCH 1	4-E-27
CHIEF, OPERATIONAL SUPPORT DIVISION	4-E-28
CHIEF, INVESTIGATIONS DIVISION	4-E-32
ASSISTANT/IOS	4-E-32
INVESTIGATIONS DIVISION/BRANCH 3	4-E-33

(SCHEDULE 1)

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COURIER SCHEDULE-OFFICE OF SECURITY
Pickup and Delivery Points Within OS
(Continued)

RUN C
(One Courier)

RUN D
(One Courier)

APPRAISAL SECTION/PSD	3-E-29	SUPPORT DIVISION/DESK 3	G-E-73
REQUIREMENTS SECTION/PSD	3-E-36	SECURITY RECORDS LIAISON OFFICER	G-H-05
CHIEF, CLEARANCE BRANCH/PSD	3-E-44	INTERROGATION RESEARCH DIVISION	1-F-16
ALIEN AFFAIRS STAFF	3-E-48	BUILDING SECURITY BRANCH	1-E-20
SPECIAL SECURITY CLEARANCE CENTER	3-E-49		
CHIEF, SPECIAL SECURITY POLICY & CLEARANCE CENTER	3-E-54		

(SCHEDULE 2)

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COURIER SCHEDULE-OFFICE OF SECURITY
Pickup & Delivery Points - Headquarters Building

RUN E
One Courier

Top Secret Clearance
Twice daily - 9:30 & 4:00
(20 minutes)

EXECUTIVE REGISTRY	7-E-12
SPECIAL SUPPORT REGISTRY	7-D-18
SECURITY STAFF/DCI	7-D-60
COUNTER INTELLIGENCE OPERATIONAL APPROVAL	2-B-16

RUN F
One Courier
Top Secret Clearance
Once daily - 9:30
(30 minutes)

<div></div>	6-G-28	25X1
CA STAFF	4-D-13	
WE DIVISION	4-B-4402	
AF DIVISION	7-G-17	
CCG/NC	1-A-20	
NE DIVISION	6-D-49	
EE DIVISION	3-D-3113	
CI STAFF	2-C-43	
FE DIVISION	5-D-5109	
SR DIVISION	5-B-4804	

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 COURIER SCHEDULE - OFFICE OF SECURITY
 Regularly Scheduled Outside Runs -

Twice daily - 9:30 & 1:30
 Two Couriers - 2 to 2 1/2 hours
 Top Secret Clearance

25X1

<u>Offices Serviced</u>	<u>Location</u>	<u>Time</u>	<u>Exceptions</u>
Technical Division/OS	2200 Alcott Hall		
Central Building	Room 22		
<div></div>			
Personnel Pool	1016-16th Street, N. W.	9:30 only	
Main Post Office	Mass. Ave. & North Capitol St., N.W.	1:30 only	
Immigration & Naturalization Service	119 D Street, N. E.		Monday & Thursday
Civil Service Commission	Fourth and Fifth on G Street, N. W.		Monday & Thursday

(SCHEDULE 4)

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Non-Scheduled Runs - 17 thru 21 Dec. 1962
Top Secret Clearance

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Included in Outside Run</u>	<u>Special Run</u>
17 Dec.	9:22-11:16	South Bldg., Room 225 South Bldg., Room 357 South Bldg., Room 352	X	
17 Dec.	1:55-2:40	State Dept. Immigration & Naturalization Civil Service Commission		X X X
18 Dec.	9:20-11:15	Central Bldg., Room 25	X	
18 Dec.	1:15-3:00	Central Bldg., Room 25	X	
19 Dec.	9:25-11:10	East Bldg., Room 225 Central Bldg., Room 25 South Bldg., Room 352	X X X	
19 Dec.	1:15-3:20	FBI - 1730 K Street 1901 Penn. Ave.	X X	
20 Dec.	9:25-11:30	New State, Room 3811	X	
20 Dec.	1:10-3:10	New State, Room 2334 CSC-New State, Room 3811	X X	
25X1 20 Dec.	4:00-4:50	<div></div>		X
21 Dec.	1:30-3:30	East Bldg., Room 225 New State, Room 3811 IAS Pool	X X X	

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(SCHEDULE 5)

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Points Frequently Served Upon Special Request

OFFICES SERVICED

LOCATIONS

EXECUTIVE OFFICE BUILDING

17th & Pennsylvania Avenue

STATE DEPARTMENT

1901 Pennsylvania Avenue

STATE DEPARTMENT

New State Annex

STEUART BUILDING

5th & K Street, N. W.

FEDERAL BUREAU OF INVESTIGATION

1730 K Street, N. W.
1901 Pennsylvania Avenue

SOUTH BUILDING

MATOMIC BUILDING

1717 H Street, N. W.

WHITE HOUSE

PENTAGON

USIB Material (5 stops)

TREASURY BUILDING

15 & Pennsylvania Avenue, N. W.

CURRIE HALL

US INFORMATION AGENCY

Walker Johnson Building, N. W.

AIR FORCE

Temporary E, 4th & Adams Drive, N. W.

EAST BUILDING

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COURIER SCHEDULE OFFICE OF SECURITY
Courier Runs Within Security Records Division
8:30 (Pickup only); 9:30, 10:30, 11:30, 12:15,
1:30, 2:30, 3:30, 4:30, & 5:15 (Pickup & Delivery)
(One Courier)

The above nine runs are scheduled
within the Security Records Division
to facilitate the flow of Case proces-
sing material.

(SCHEDULE 7)

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